**Library Schedule**

***Vision for the Library Media Program***

The School Library Media Program is essential to student learning and achievement and integral to the entire educational process, providing all students and staff members with equitable and timely access to ideas and information through a collaborative integrated instructional program which empowers students and staff to be effective users of ideas and information.

The library class schedule follows a flexible schedule. Staff and students have several ways they can access information in the school library media center.

* Individual
* Small Group
* Whole Class Instruction
* Computer Lab
* Laptop Carts

**Accessibility:**

The school library media center will be opened all day and staffed by library media center staff and volunteers.

**Individual Access**:

* Make-up testing and individual research: Prior to sending students to the media center, please call ahead to ensure media staff is aware student is on their way.
* Browsing and Book Check in and out: Student may be sent to media center during class-time with a signed pass. Student must report to library front desk to sign-in and out. Please do not send more than 3 students per class at any one time.

**Small Group:**

* Please contact the media center for advanced permission for students involved in small group projects that need access to the media center to ensure there will be staff, space and materials available.

**Whole Class Instruction:**

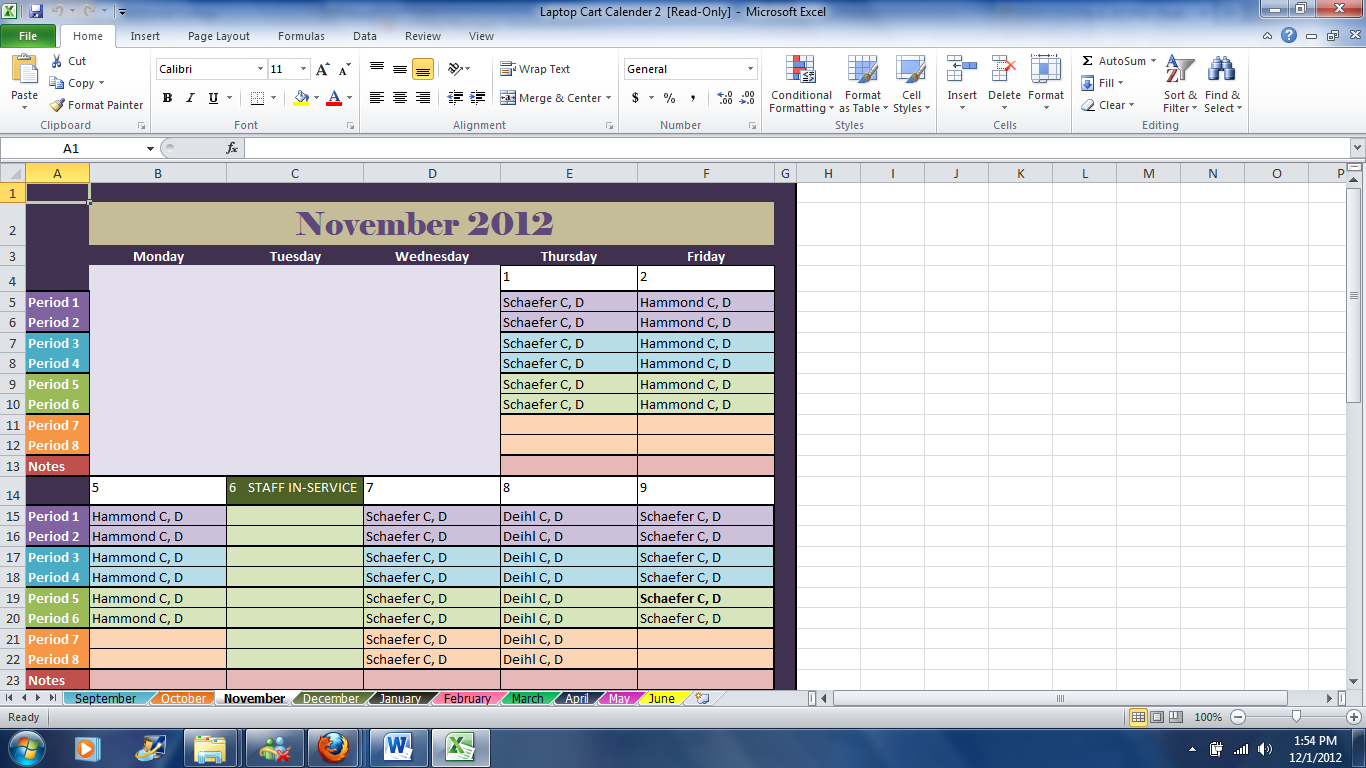
* Language Arts classes will be scheduled by the library media specialist on a rotating bi-weekly basis. The library media specialist will provide lessons to students and time is allotted for browsing and book check-out.
* The library media specialist will update the schedule of classes on a monthly basis and inform Language Arts teachers of their allotted time. The library class schedule is also located at the media center front desk.
* Other content area classes that would like to schedule time in the media center see instructions below for Reserving the Media Center.
* Computer Lab and Laptop carts see Reserving the Media Center.

**Reserving the Media Center, Computer Lab, or Laptop Carts:**

* Any teacher that wants to sign up for the library needs to sign-up on the library schedule, as well as fill out a collaboration form (see below) so the library media staff can provide you with the resources that will enhance your student’s learning outcome.
* Laptops or Computer Lab: Any teacher needing to use these resources will need to sign up on the correct calendar schedule located at the library media front desk. Please write the date you signed up and how many laptops you will need. This will ensure that you get the carts that will work best for your class size.
* For afterschool access to the Library Media Center for meetings or afterschool activities that requires an LCD projector or any other piece of equipment, please let library media staff know in advance so that it is added to the calendar and appropriate equipment is available and set-up. This is first come, first serve.

**Examples of Library Class, Computer Lab, and Laptop Schedule:**

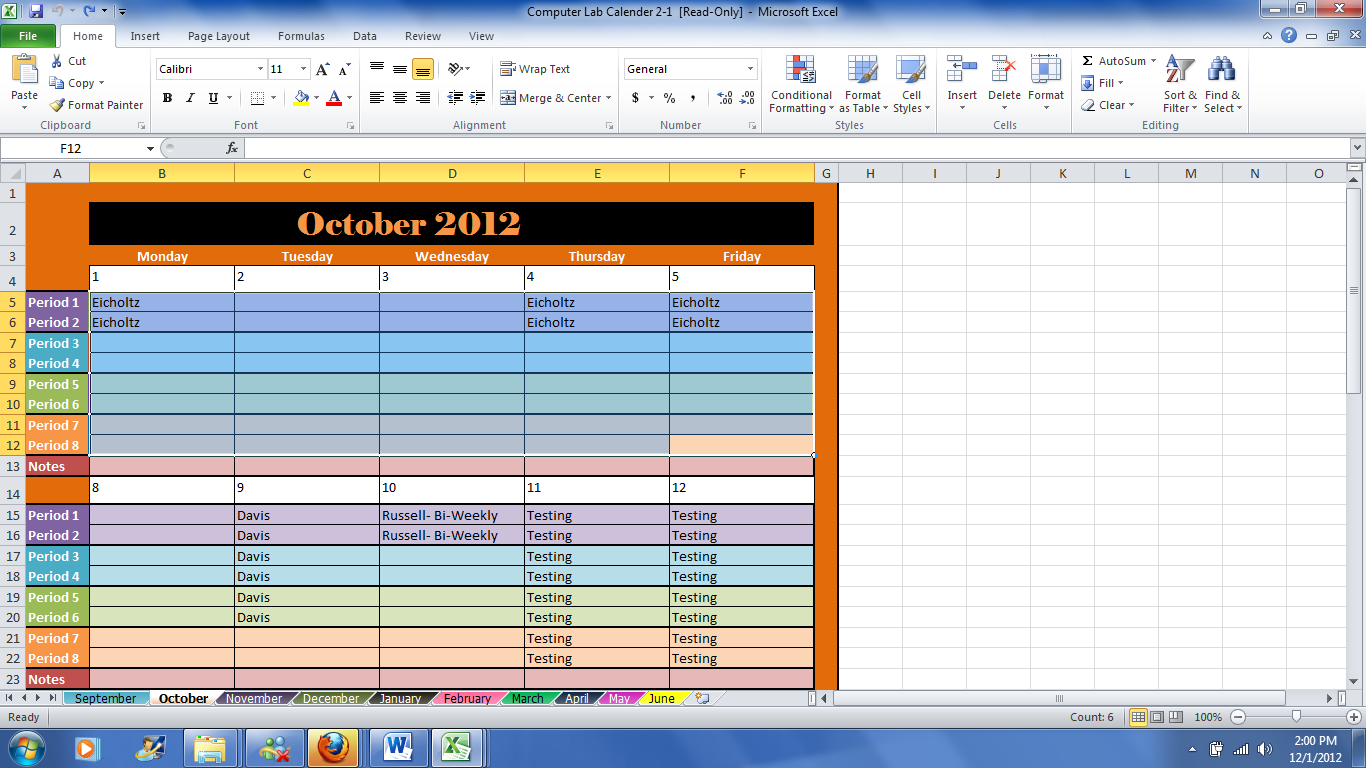
**Laptop:**



**Library Class:**



**Computer Lab:**



**COLLABORATION PLANNING FORM**

Subject:\_\_\_\_\_\_\_\_\_\_\_\_ Teacher:\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_ Level:\_\_\_\_\_\_\_\_\_\_

Date of Request: \_\_\_\_\_\_\_\_\_\_ Visit Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_Periods:\_\_\_\_\_\_\_\_\_

1. Briefly describe the project or activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Content Goals/Standards: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Information skill goal(s)/standard(s): Circle all that apply.

Defining Problem Location/Searching Analyzing Documenting/Ethical Use Organizing/Synthesis Communicating

Evaluating/Reflecting Appreciate Literature Other:\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Assignment begins\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assignment Ends:\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How will students define the research problem/question/thesis?

* Students will select ideas from suggestions on an assignment sheet. (please attach a copy of your assignment sheet or other student handouts)
* Students will independently develop questions/thesis for research.

1. What types of materials will students be using?

Web Online databases Books

1. Expected Product: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How will the final product be assessed? (Please attach a copy of your rubric or assessment tool.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Do you have any special media requests?

* Bibliography of available resources (print or online)
* Related AV materials (videos, etc.)
* Books pulled and on cart
* Use of computers (library/laptop)
* Instruction on production skills (Powerpoint, Word, etc.)
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are there any learning differences that may need to be addressed for this assignment? Please share here. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Notes, suggestions, plans, anything else we should discuss? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information used from General Smallwood Middle School, Charles County Board of Education.